



## UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO VACANCY ANNOUNCEMENT 15-14

**POSITION TITLE:** Financial Specialist

**DUTY STATION:** Cleveland, Ohio

**AREA OF CONSIDERATION:** All qualified applicants

**CLASSIFICATION LEVEL:** 25 - 26

**POSITION TYPE:** Full-time permanent

**SALARY RANGE:** \$40,236 - \$72,033

**OPENING DATE:** November 9, 2015

**CLOSING DATE:** Open until filled. Applications preferred by November 27, 2015

**Applicants who previously applied under this announcement will be considered and need not reapply. You may re-submit if there is an update to the previous application submitted.**

The U.S. District Court for the Northern District of Ohio, Clerk's Office, has an immediate opening for a Financial Specialist in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task.

### POSITION OVERVIEW

This position is located in the Finance Department of the Clerk's Office and reports to the Financial Supervisor. The employee performs and coordinates administrative, technical and professional work related to the financial and accounting activities of the Court, including ensuring compliance with the appropriate guidelines, policies, and internal controls. The employee also prepares, updates, and analyzes a variety of accounting records, financial statements, and reports; processes Criminal Justice Act (CJA) vouchers and instructs appointed counsel and case managers/chamber staff on CJA guideline requirements; processes travel vouchers, instructs court employees on travel policy and has accountability for funds collected, deposited and disbursed.

### REPRESENTATIVE DUTIES

- Ensure that appropriate internal controls and separation of duties for disbursement, transfer, recording, and reporting of monies are followed, as well as adherence to the *Guide to Judiciary Policy* on financial and accounting practices.
- Maintain, reconcile, analyze and archive financial files, records and accounts.
- Perform accounts payable and accounts receivable duties; have responsibility for the accuracy and accountability of monies received and disbursed by the Court. Apply rules and procedures regarding voucher preparation, authorization, and disbursement. Prepare, update, examine, and analyze a variety of regular and non-standard reports. Design, develop, and maintain spreadsheet formats and programs for analyzing financial information for the Court.
- Account for all funds disbursed to date. Collaborate with IT staff to develop or customize programs or systems to assist with finance and accounting transactions and record-keeping. Assist and instruct other court employees in the use of these systems and tools.
- Prepare 1099s for civil cases.
- Review all CJA vouchers for accuracy and completeness. Conduct procedural compliance audits of all CJA vouchers submitted for payment. Process vouchers and maintain CJA payment records. Advise the Court and the Bar on CJA procedural issues and make recommendations to chambers on payments and services. Instruct attorneys and case managers/chambers staff on CJA guideline requirements. Serve as primary liaison between the Bar, the Court, the

Circuit, the Administrative Office's CJA Section, and the Defender Services Division regarding all CJA payment-related matters.

- Provide guidance and assistance on judiciary travel regulations, procedures, and the preparation of travel authorizations and vouchers to Court employees and chambers. Research and respond to all travel related audit inquiries and requests for information and documentation in conjunction with the Administrative Office. Train new chambers staff on Judiciary Travel Regulations, as required. Maintain a travel authorizations and advances tracking system to ensure that travel claims are submitted within the required time frame for reimbursement and/or payment
- Process payment of vouchers in FAS4T for jurors and all Court units. Print and mail corresponding checks. Respond to questions, problems, insufficiencies with voucher submissions, and the status of payment of vouchers. Prepare 1099s for jurors.
- Maintain accounts receivable for Prisoner Litigation Reform Act payments. Receive research, edit and prepare monthly Bureau of Prison's payments for input into FAS4T.
- Maintain information related to restitution payments. Process victim restitution payments and incoming checks. Maintain ledgers of restitution payments and ensure that the victims receive payments. Provide customer service to victims and their representatives. Work with U.S. Attorney and U.S. Probation offices to reconcile criminal debt accounts and receivable records.
- Maintain control over unit cash registers and collect and balance cash drawers daily. Count monies received, process receipts and deposit funds in appropriate bank accounts. Provide guidance to intake clerks regarding practices and procedures for cashiering transactions. Reconcile with cashier at the end of the day; research all discrepancies found.
- Maintain inventory and distribution of controlled items including non-cash collateral, treasury checks and pre-numbered manual receipts.

### **QUALIFICATIONS**

To qualify for CL 25, applicants must have at least two years of specialized experience. To qualify for CL 26, applicants must have at least three years of specialized experience. Specialized experience is progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, practices and principles, of financial administration and/or accounting; and involved the routine use of automated financial and accounting systems or other computer based systems and applications such as word processing, spreadsheets or databases.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Accounting from an accredited four-year college or university
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM)
- Government accounting experience
- Knowledge of the accounts, procedures and applicable financial automated systems of the judiciary

### **REQUIRED SKILLS**

- Knowledge of general accounting principles, internal controls and separation of duties. Skill in the use of automated equipment including word processing, spreadsheet, and database applications, as well as financial and accounting systems.
- Knowledge of financial systems and how to use automated systems to perform day-to-day activities.
- Skill and accuracy in working with numerical calculations. Ability to understand relationships among accounts and how
- Experience with financial policy and procedures for financial operations.
- General knowledge of the overall fiscal reconciliation process. General knowledge of standards and objectives of internal controls and separation of duties. Ability to monitor and reconcile accounts and ledgers. Ability to reconcile invoices, vouchers, and records of payments.
- Advanced technical level Excel skills including spreadsheet preparation. Proficient in the use of WordPerfect and all other Microsoft Office products. Proven ability to identify and troubleshoot various automated financial system problems.

### **CONDITIONS OF EMPLOYMENT**

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

### **INFORMATION FOR APPLICANTS**

Applicants selected for interviews must travel at their own expense. A general skills assessment will be administered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.** Judiciary employees serve under excepted appointments and are considered "at will" and can be

terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site [www.ohnd.uscourts.gov](http://www.ohnd.uscourts.gov)

## **BENEFITS**

Employees of the United States District Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Federal court employees can join the Federal Court Clerks Association, a national, professional court organization • Fitness center • Transit subsidy

## **HOW TO APPLY**

Submit the following documents to the address below: (1) a cover letter indicating why you are interested in this position and what best qualifies you, (2) a current resume, (3) a list of two professional references, and (4) a completed form AO78 (Application for Employment), available at the court's web site [www.ohnd.uscourts.gov/home/careers-in-the-court/](http://www.ohnd.uscourts.gov/home/careers-in-the-court/). Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. If you submit the documents via e-mail one PDF document is preferred. Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court  
Attn: Human Resources Department #15-14  
801 West Superior Avenue, Suite 1-115  
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.